

~~CONFIDENTIAL~~

Approved For Release 2001/08/09 : CIA-RDP78-06180A000300100003-1

11 February 1964

**MEMORANDUM FOR:** Director of Personnel  
Director of Security  
Chief, Central Cover Staff  
General Counsel  
CIA Watch Officer

**SUBJECT:** Employee Emergencies

**REFERENCE:** [REDACTED] 25X1A

**EXCERPTS:** By memorandum, subject as above, dated 10 January 1964

25X1A

1. In accordance with [REDACTED] the following individuals are designated as principal and alternate officials to represent the Office of Medical Services in the event of an employee emergency during work hours:

Principal

[REDACTED]  
Acting Chief, Clinical Division

Name

Mr. 7443

25X1A9a

Alternate

[REDACTED]  
Acting Deputy Chief, Clinical Division

Mr. 7443

25X1A9a

2. During non-work hours the Medical Duty Officer should be notified; his identity and phone number may always be obtained by calling the CIA Watch Officer.

3. It is requested that the appropriate official mentioned above be notified of the death, as well as any serious illness, affecting an Agency employee at headquarters, or the death or serious illness of an employee or a dependent overseas.

NOG	2	REV DATE	3 DEC 1981	BY	029725
ORIG COMP		ORI	39	TYPE	01
ORIG CLASS	C	REV CLASS	1		C
AUTH	22	WEEK REV	2011	AUTH:	HR 70-2

[REDACTED]  
Executive Officer  
Office of Medical Services

25X1A9a

OMS/EO/WW:jv

Distribution:

Orig & 1 - D/Pers

1 - D/A

1 - C/CCS

1 - OGC

1 - CIA Watch Officer

1 - AC/SD

Approved For Release 2001/08/09 : CIA-RDP78-06180A000300100003-1

1 - AC/CD

2 - O-E/O/OMS

Excluded from automatic  
downgrading and  
declassification